[Date]

[Address of Person]

Dear [Person],

The record-breaking success of our annual VR show is a direct reflection of the kind of person you are — exceptionally dedicated to possibility and willing to do what it takes to realize a vision.

I would like to personally thank you for your commitment to our shared cause. [Describe the cause and what they have accomplished]. Without your support and enthusiasm, none of this would be happening at such a quick pace.

Other local organizations have expressed awe at the smoothness and effectiveness of this year’s initiative, and they have requested your expertise for their ongoing projects as well.

Thank you once more, and we very much look forward to working with you again for the benefit of our community and beyond,

Best Wishes,

[Name and Signature  
of Yours Truly]  
[Organization Name]